



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Office of Public Instruction
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September 10, 2012

Principal
Address

Dear Administrators and Staff:

The 2012 Adequate Yearly Progress determinations for your school(s) have been finalized. After reviewing your current status, your **school/district** has/have been identified for **restructuring**. Whether it is for the first year or consecutive years, the School Support Unit at the Office of Public Instruction would like to support you in making progress for change in your school or district.

There are several required aspects of School Support, including but not limited to:

- **School Improvement Advisor (SIA)** – A distinguished facilitator assigned to a school to help the school through the improvement process including a self-assessment and action plan based on the Montana Literacy Plan. The mission is “supporting Montana schools to build their capacity to increase student success and achievement through the school improvement process.” The number of visitation days is limited to two onsite visits throughout the year supplemented with monthly conference calls with the Leadership Team for ongoing support.
- **School Principal** - While the SIA will work specifically with the school’s Leadership Team, the leader of this team for the school improvement process is the school principal. It is necessary for him/her to take part in the meetings and conference calls.
- **Leadership Team** – The school will determine a building leadership team that includes the principal and 3-5 teacher/staff leaders to be a part of the decision-making and communication of the improvement process.
- **Webinars** – Webinars will be offered to delineate the expectations of schools/districts involved in this process to ensure a clear understanding of what is expected of the administration, staff, advisors and state support to make this the best opportunity for change.

Commitment to the following expectations by Administration:

- Actively participate in all activities provided by school support including: the self-assessment process, determination of the action plan goals action steps to accomplish those goals
- Provide the necessary training and/or professional development with staff as deemed necessary from the action plan goals and steps
- Collaboratively plan for the monthly follow-up phone calls between the SIA and the Leadership Team.
- Collaboratively plan the follow-up school visit by the SIA
- Regularly communicate with the SIA to ensure fidelity to the process and the action plan
- Sign and return the letter of commitment by **September 19, 2012**
- Participate in one of the Question and Answer webinars. Details below.

Commitment to the following expectations by the School Improvement Advisor:

- Provide guidance in conducting the self-assessment
- Provide support to establish action plan goals based upon the self-assessment
- Monitor progress (action steps) toward the action plan goals
- Communicate effectively with administration and staff through two onsite visits throughout the year and monthly conference calls to support fidelity to the process
- Submit written reports within one business day following the school visit and the monthly conference calls
- Communicate effectively with the state contact person assigned to the school

Commitment to the following expectations by the School Support Unit of the Office of Public Instruction:

- Provide training for SIAs that will support them in guiding schools in the school improvement process
- Support the schools, districts and SIAs within the realm of School Support
- Provide webinars for increased understanding of the support provided
- Disseminate Action Plans to stakeholders within two days of receipt from the SIA

Following this letter, you will be receiving an e-mail link to a recorded webinar. Please take the time to view this webinar for further details about this valuable process. Then you will receive two Question and Answer webinar links to choose from. One will be held on Thursday, September 13th at 11:30 am and one on September 17th at 2:30 pm. Please make sure to attend one of these Q & A webinars to ensure all of your questions are answered. We look forward to working with you.

Sincerely,

Kathi Tiefenthaler
School Support Unit Director

Debbie Hunsaker
Instructional Innovations Unit Director

Required Signatures:

School Principal

District Superintendent

Please email to cheldt@mt.gov or fax at 406-444-1373 by **September 19, 2012**